

**WESTFORD PERMANENT SCHOOL BUILDING COMMITTEE
MEETING MINUTES**

August 10, 2006

Members Present: T. Ellis, R. Jefferies, K. Morgan, M. Mulligan, K. Ware, V. Weisenbloom

Also Present: K. Thompson

The meeting was called to order at 8:10 P.M.

LEGEND

Italics = prior meeting(s)

Bold = this meeting

NOTE: For the purpose of clarity much of the discussions from prior meetings have been omitted. Please refer to the Minutes of the August 18, 2005 and April 2, 2006 meetings for a comprehensive history of prior discussions.

I. INVOICES

MAINE TENNIS & TRACK –

Stony Brook School - A Motion was made by M. Mulligan seconded by T. Ellis and passed unanimously, to approve payment of an invoice, dated 8/7/06, in the amount of \$11,718.00 for completion of Plexitrac Lightning on high jump, long jump & triple jump. Expand size of long and triple jump for extra charge.

NORTHEAST FLOORING –

Stony Brook School - A Motion was made by V. Weisenbloom seconded by R. Jefferies and passed unanimously, to approve payment of an invoice, dated 8/4/06, in the amount of \$76,841.05 for tile flooring.

KATHY THOMPSON -

Stony Brook School - A Motion was made by V. Weisenbloom seconded by R. Jefferies and passed unanimously, to approve payment of an invoice, dated 8/10/06, in the amount of \$30.02 for meeting expenses.

OTHER PAYMENTS:

CAROL MORGAN - A Motion was made by T. Ellis seconded by M. Mulligan and passed by a vote of five (5) in favor with one (1) abstention, to approve payment of Invoice #61, dated 7/25/06 in the amount of \$100.00 for secretarial services for typing the meeting minutes for July 13, 2006.

KATHY THOMPSON – A Motion was made by V. Weisenbloom seconded by R. Jefferies and passed unanimously, to approve payment of Invoice #8 dated 8/10/06, in the amount of \$278.10, for Administrative Assistant Services from July 1, 2006 through July 31, 2006.

WARRANTS SIGNED – none.

II. MINUTES

A **Motion** was made by K. Ware seconded by R. Jefferies and passed by a vote of four (4) in favor with two (2) abstentions, to approve the minutes of July 13, 2006 as submitted.

III. CRISAFULLI SCHOOL

No discussion

IV. MILLER SCHOOL

M. Liu has reported that Cincotta will perform the infrared repairs during the April school vacation and will visit the site this week to observe the overall condition of the site. M. Liu has confirmed that all of the remaining contract work has been completed.

V. STONY BROOK

*K. Morgan reported that he had spoken to E. Quinlan on 4/3 and that E. Quinlan would attend tonight's meeting. However, Mr. Quinlan is not in attendance. There was discussion regarding the types of documents that we should begin to assemble, including PSBC meeting minutes, Change Orders, Contractor's Payment Requisitions, Punch List, correspondence between PSBC and Town Counsel and between PSBC and Peabody Construction, correspondence related to testing and investigation of the rubber floor tiles, minutes of the 3.1 Conference on April 12, 2005. K. Morgan will speak to C. Franceschi (DRA) to advise that we will be requesting documents. E. Quinlan (Quinlan & Sadowsky) attended the meeting to update the committee. A **Motion** was made by G. Murray seconded by A. Harkness and passed unanimously, to go into Executive Session for the purpose of discussing legal strategy. A **Motion** was made by G. Murray seconded by A. Harkness and passed unanimously, to allow the attendance of Ed Quinlan and Kathy Thompson at Executive Session. A **Motion** was made by G. Murray seconded by K. Ware and passed unanimously, to return to Public Session. There was some discussion regarding the condition of the VCT tile on the ground floor and whether it is advisable to perform repairs to those areas similar to the repairs performed on the rubber tile areas. K. Morgan will ask Northeast Flooring to review and update their previous cost proposal for the repairs. K. Morgan reported a conversation with Northeast Flooring. Northeast was asked to review their previous cost proposal for repairs to the VCT tile areas on the ground floor. The condition of the VCT tile areas has deteriorated to the point where it is considered a safety hazard. Northeast has submitted a revised proposal that is reduced in cost due to reduced disposal costs. Northeast has advised that they cannot perform the work in August due to prior commitments; however, they can do the work in July. K. Morgan reported that he spoke to E. Quinlan (Quinlan & Sadowsky) about this issue. Quinlan recommended that the PSBC send written Notice to Peabody Const. and St. Paul/Travelers of our intent to have the work done and offer them an opportunity to observe the existing conditions and respond. Quinlan will prepare the Notice. There was considerable discussion of the pros & cons of giving Northeast approval to proceed prior to any response from Peabody. After discussion a **Motion** was made by G. Murray seconded by K. Cavanagh and passed unanimously to authorize Northeast Flooring to perform repairs to the VCT tile areas of the ground floor in accordance with their proposal #2295 in the amount of \$156,596.00. K. Morgan was directed to inform Northeast that this authorization is contingent upon lack of satisfactory response by Peabody, etc. to notification of the Committee's intent to proceed prior to beginning the work. K. Morgan and G. Murray reported on progress of the repairs to the vinyl tile areas. The "B" wing (Admin. Tech. Ed., Music) has been stripped, the slab has been shot blasted and sealed, and should be ready for tile installation by Monday (7/17). The "A" (classroom) wing is being stripped. A couple of*

ceramic tiles in the main hallway and an electrical box in the Tech. Ed. Room have been damaged and Northeast has indicated that they will repair them. Completion is forecast for August 5. K. Morgan reported that E. Quinlan has sent written Notice to Peabody and St. Paul/Travelers of the defective work and offering them the opportunity to respond. No response has been received as of this meeting. **K. Morgan reported no progress on the pursuit of reimbursement from the bonding company and will follow up with Quinlan & Sadowsky. K. Morgan reported on the progress of the tile installation. R. Harbaum and G. Murray believe that the installation in the cafeteria is unacceptable and K. Morgan asked the members to accompany him on a site visit on Saturday 8/12 to observe the situation. In addition, a significant portion of the carpet in the auditorium, nearest the stage, has come loose from the underlying slab. Northeast Flooring has submitted a cost proposal in the amount of \$30,737 to remove the existing carpet, shot blast and seal the floor, and install new carpet. The committee is uncertain of the extent of replacement needed and will review the area on Saturday.**

The Action Items List was reviewed.

R. Jefferies reported that he had spoken to N. Reed, who agreed to reduce the scope to services to Conceptual design (s) and preliminary construction cost estimates, for a revised proposed fee of \$7,540.00. After discussion it was agreed that upon receipt of a written proposal K. Morgan would authorize work to proceed to an amount not to exceed \$5,000.00. K. Morgan reported that he has received, via R. Jefferies, a revised proposal in the amount of \$8,900.00 to provide preliminary design work for alternatives to the plaza entrances. K. Morgan has given a limited Notice to Proceed to N. Reed for an amount not to exceed \$5,000.00 per the vote taken at the prior meeting. A Motion was made by K. ware, seconded by M. Mulligan and passed unanimously to authorize Nick Reed to provide preliminary design work for alternatives to the plaza entrances for an amount not to exceed \$8,900.00. K. Morgan reported that N. Reed has been provided with the contract drawings and has begun his work. **Status unchanged. R. Jefferies will speak to N. Reed to ascertain his progress.**

K. Morgan asked for volunteers to form a subcommittee to review Change Orders, etc. related to the exterior and site work in order to complete the E&O process. T. Ellis and G. Murray will act as a subcommittee to review all exterior work changes from an E&O perspective. T. Ellis and G. Murray will begin their review before the next meeting. Status unchanged. G. Murray will request the marked up plans from T. Ellis. G. Murray reported that he and T. Ellis toured the site two weeks ago. T. Ellis is preparing a report. However, G. Murray described a short list of items requiring correction and/or completion: the control station for the well and irrigation was never properly graded; topsoil missing around portions of the track; a washout between the baseball and softball fields; missing guardrail at the parking area adjacent to the treatment plant; the parking lot has become in essence a storage area. Some of these items should be repaired or completed by the School Department; others should be done by the PSBC. K. Thompson will discuss the School Department related issues with R. Crocker. Mahoney's Nurseries have purchased Laughton's. K. Morgan will ask T. Ellis to attempt to talk to Sandy, formerly of Laughton's, now with Mahoney's to ascertain the status of the remainder of the work. G. Murray reported that the guardrail has been replaced, the parking area has been cleaned and the previously stored materials have been removed, the area surrounding the irrigation control station has been repaired and that some topsoil has been placed around the edge of the track. The committee asked that the whereabouts of the concrete pavers be determined.

*T. Ellis reported on his site visit with a representative from Laughton's. There are some trees that are dying and will be removed and there are several trees that will be transplanted to locations that are better suited. K. Thompson reported a conversation with Laughton's. Spreading of the compost and seeding will be done in the fall. T. Ellis reported that the agreed upon transplanting of several trees will be done in the fall. Status unchanged. K. Thompson will speak to T. Ellis. T. Ellis reported that the tree replacements and relocations have not yet happened. He will speak with Laughton's to schedule this work in the spring. **T. Ellis estimated that he would have a written report for the next meeting.***

*The issue of the improperly located fence between the basketball and tennis courts has not been resolved, pending completion of the close out procedure with Peabody. Fences Unlimited, PCCI subcontractor, has sent a letter to PCCI requesting the balance of the monies owed to them by PCCI. This item is on the Punch List. G. Brackett has advised, in writing, that he will pursue this item with the bonding company. **Status unchanged.***

*K. Morgan reported that he received a telephone call from R. Conley, who reported that the track has been damaged by last year's construction. LeGacy has been informed and will be responsible for repairs. LeGacy will install the binder for the new areas during April school vacation and the remaining finish work will be completed as soon as possible. Cape & Island Tennis and Track has repaired the track at a cost of \$1,800.00. This amount was deducted from LeGacy's invoice. R. Conley advised K. Morgan that Maine Tennis & Track would complete the work for the High jump and Long Jump during the summer when school is not in session. G. Murray reported significant ponding in the semi-circular area near the goal posts. K. Morgan will advise R. Conley of this condition. **The work is complete.***

VI. OTHER

There was general discussion regarding apportioning the cost of preparing audit related material for the Crisafulli and Miller Schools. K. Thompson has completed compilation of the documents for Crisafulli, however there are unfinished items for Miller related to Christy Lane. Discussion followed as to whether it is prudent to also complete and submit the documents for Miller anyway. K. Thompson discussed the situation with S. Marchand, Finance Director and it was her recommendation to submit the documents for Crisafulli and Miller together. At this time K. Thompson is spending her time dealing solely with issues surrounding the Stony Brook School. After discussion it was the consensus of the committee to proceed to submit the documents for the Miller School at this time, without waiting for the completion of the program of testing the abutters' wells.

The next meeting is scheduled for Thursday, September 7, 2006, at 7:30 P.M. at the Central Office.

The meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Steven Brierley, Secretary

Minutes approved _____ by a vote of _____

Signed _____